



Goddard Policy Directive

DIRECTIVE NO. GPD 3713.1
EFFECTIVE DATE: August 4, 2003
EXPIRATION DATE: August 4, 2008

Responsible Office: 120/Equal Opportunity Programs Office

Title: Goddard Space Flight Center Equal Opportunity Advisory Committees

1. POLICY

The Director, Goddard Space Flight Center (GSFC), has established Equal Opportunity Advisory Committees to provide advice and recommendations to senior management on systemic issues that affect the recruitment, hiring, placement, advancement, and other aspects of employment and workplace climate of their constituents. The committees will represent the following constituents:

- a. Greenbelt: Independent committees representing African Americans, Asian and Pacific Americans, Hispanic Americans, People with Disabilities, and Women.
- b. Wallops Flight Facility: One committee representing Minorities and People with Disabilities, and one representing Women of Wallops.

2. APPLICABILITY

This directive is applicable to the GSFC and its component facilities.

3. AUTHORITY

[NPD 3713.2](#), Federal Equal Opportunity Programs of NASA

4. REFERENCES

- a. Title VII of the Civil Rights Act of 1964, Section 717(b)
- b. The Rehabilitation Act of 1973, Section 501
- c. Equal Employment Opportunity Commission, Equal Opportunity Management Directives, 712, and 713
- d. Charters for each Advisory Committee

5. RESPONSIBILITIES

- a. Center Director -- The Center Director appoints the members of each committee based on recommendations from the Directors of and the Chief, Equal Opportunity Programs Office (EOPO). The Center Director will meet with each committee at least once a year to discuss systemic issues relating to the constituents of that committee.

CHECK THE GSFC DIRECTIVES MANAGEMENT SYSTEM AT
<http://gdms.gsfc.nasa.gov/gdms> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

b. Chief, Equal Opportunity Programs Office (EOPO) -- The EOPO is the sponsoring organization for all committees. The Chief, EOPO, is responsible for a yearly review of the population distribution among Directorates in order to determine the number of representatives from each Directorate to each Committee.

In addition, the Chief, EOPO, will provide program monitoring and logistical, financial, and administrative support to the efforts of each of the Advisory Committees in their planning and implementation of programs and activities connected to commemorative events for their constituents. The Chief will meet quarterly with Committee Chairs to review the status of action plans.

c. Advisory Committees -- Each advisory committee will:

- (1) Provide advice, guidance, and recommendations to the Director in planning, implementing, monitoring, and evaluating the Center's affirmative action program and plans on the employment and advancement of the constituent group;
- (2) Serve as a focal point for the concerns of constituents on matters affecting their employment at Goddard Space Flight Center through personal contact with the Director, the Associate Director, and other officials of the Center;
- (3) Provide educational forums for employees and managers on constituents' issues;
- (4) Help resolve Center-wide problems affecting constituents; and
- (5) Contribute to the development of action items designed to address barriers to advancement or recruitment of constituents in the Center's Affirmative Employment Plan.

d. Committee Chairs -- Committee Chairs will serve as members of the Diversity Council and as advisors to the Equal Opportunity Council. Chairs are limited to two consecutive one-year terms.

e. Committee Vice-Chairs -- The committee Vice Chair will serve in the absence of the Chair.

f. Director, Office of Human Relations (OHR) -- The Director, OHR, will meet quarterly with each of the committees to discuss systemic OHR issues raised by the constituents of each committee and to inform them of OHR initiatives.

g. Director, Management Operations (MO) -- The Director, MO, with the Chief, EOPO, and the Director, OHR, will meet quarterly with the Greenbelt Committee on People with Disabilities to discuss systemic issues relating to people with disabilities.

h. Assistant Director, Management Operations (MO) at Wallops -- The Assistant Director, MO, and the Wallops EO Officer will meet quarterly, with the Wallops Committee on Minorities and People with Disabilities to discuss systemic MO issues relating to people with disabilities.

DIRECTIVE NO.	<u>GPD 3713.1</u>
EFFECTIVE DATE:	<u>August 4, 2003</u>
EXPIRATION DATE:	<u>August 8, 2008</u>

Page 3 of 4

i. Equal Opportunity Programs Office Staff. – The EOPO Office will assign a staff member or collateral duty employee to serve as Special Emphasis Program Managers (SEPM) for each constituent group. The SEPM will serve as "executive secretary" to the respect committee and will act as a liaison between the Chief, EOPO, and the committee.

6. DELEGATION OF AUTHORITY

There are no positions to which the authority of this Policy may be delegated.

7. MEASUREMENT

The Equal Opportunity Advisory Committees will perform the responsibilities delineated herein. Annual and quarterly meetings with Goddard senior management will provide forums for evaluation of accomplishments and programs and activities that are ongoing or planned for the coming year. Constituent feedback is essential for the successful implementation of this policy. Monthly committee meetings, open and accessible to all individuals who would like to attend, will provide forums for discussion of the programs and activities of each committee and special emphasis program that is conducted by the EOPO.

8. CANCELLATION

- a. GMI 3712.2A, Goddard Space Flight Center Women's Program Advisory Committee
- b. GMI 3714.1, Goddard Space Flight Center Equal Opportunity Advisory Committees

/Original Signed by/
A.V. Diaz
Director

CHECK THE GSFC DIRECTIVES MANAGEMENT SYSTEM AT
<http://gdms.gsfc.nasa.gov/gdms> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

DIRECTIVE NO. GPD 3713.1
EFFECTIVE DATE: August 4, 2003
EXPIRATION DATE: August 8, 2008

Page 4 of 4

CHANGE HISTORY LOG

Revision	Effective Date	Description of Changes
Baseline	08/04/03	Initial Release

CHECK THE GSFC DIRECTIVES MANAGEMENT SYSTEM AT
<http://gdms.gsfc.nasa.gov/gdms> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.